

## **AGREEMENT ON RANDOM SELECTION PROCESS FOR ADMISSION INTO THE PRIVATE SCHOOL CHOICE PROGRAMS (PSCP)**

I, \_\_\_\_\_, **(Print or type name)**, the Choice administrator of  
\_\_\_\_\_  
\_\_\_\_\_ **(Print or type school)**,

on behalf of the school, voluntarily agrees that the school will accept pupils into the choice program and conduct a random selection, if required, in accordance with the following guidelines.

### **Applications**

- Choice program applications for the following school year, from either continuing choice pupils at the school or new applicants, will only be accepted after the school has submitted its signed 2014-15 PSCP notice of intent to participate form, the school has submitted the signed student rights letter from State Superintendent Evers, the Department of Public Instruction has approved the school's random selection process and the school has complied with all other program requirements.
- The school shall accept all choice program applications, from either continuing choice pupils at the school or new applicants, only during the open application periods indicated on the "Notice of School's Intent to Participate" form.
- A student application for the choice program is considered complete only if all of the following are received by the school during an open application period: (a) a completed choice program student application; (b) proof of income eligibility, if required, (based on the Department of Revenue income determination or submitted alternative income documentation as required by the Department of Public Instruction); (c) proof of residency; (d) a completed "Annotation of Birth Certificate" form for 4 and 5-year-old kindergarten pupils (if required by the school); and (e) a copy of immunization records (if required by the school).
- Prior to each open application period, the school shall determine the number of seats available for the choice program at each grade level. The school, upon receipt of the student's application, shall notify the applicant of the number of seats available at the grade level of the applicant, the dates of the open application period, and the date and location of a random drawing for acceptance if more applications are submitted than there are spaces available. The school shall also notify the applicant that they do not have to be present at the random drawing, and that they will be notified immediately after the drawing (but no later than 60 days after their initial application) of their acceptance or non-acceptance status.

### **Random Selection**

- After the close of the open application period, if the number of eligible choice student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted. The random drawing, if necessary, shall be held within one week of the end of the application period and prior to the count date.
- At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions:
  - **Milwaukee Parental Choice Program and Racine Parental Choice Program Only:** The private school may give preference to: (1) pupils continuing in the choice program at that private school and their siblings; (2) pupils continuing in the choice program who attended another private school in the PSCP in the previous year; and (3) siblings of pupils who have been accepted to the private school.

- **Wisconsin Parental Choice Program Only:** *This random selection process only applies to WPCP schools if less than 1,000 students apply to the program. If more than 1,000 students apply to the program, DPI will conduct the random selection.*

The private school shall give preference to: (1) pupils that were enrolled in a public school in the previous year and that are currently applying to attend grades two through eight or grades ten through twelve; and, (2) pupils not enrolled in school in the previous school year.

The private school may also give preference to: (3) pupils continuing in the choice program at that private school and their siblings; (4) pupils continuing in the choice program who attended another private school in the PSCP in the previous year; and (5) siblings of pupils who have been accepted to the private school.

- The random drawing shall continue until all available seats are filled and a waiting list order is determined in the event a previously filled spot becomes available or the school opens additional seats at a later date.
- Letters shall be mailed to all applicants, informing the applicants of their acceptance or their number on the waiting list, on the day following the random drawing. If the school rejects a student application, the letter of nonacceptance must include the reason why the pupil was not accepted. All applicants shall be notified of their status within 60 days of the date the student application was submitted to the school.
- Applicants accepted into the PSCP shall have a reasonable period of time to confirm enrollment.
- Applicants on the waiting list are not carried over to the next school year. Therefore, applicants who were not accepted into the choice program at the school for this school year and wish to apply to the program for the next school year must submit a new application.

Choice Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_